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PROGRAM GOAL

The department of Respiratory Care strives to provide every student with a quality education leading towards successful career opportunities while providing the hospitals with competent reliable employees. We stress the importance of working as a team to provide the best patient care balanced with a humanistic approach to student and patient needs. The general education and respiratory care curriculum are structured in accordance with the expectations of the professional community, the national credentialing board and the national accrediting agencies. Coordination between classroom, laboratory, and clinical instruction of the program is used to insure competency in all areas of study.

The program standards are reviewed by the Committee on Accreditation for Respiratory Care (CoARC). Advisory committee input, community needs, NBRC entry level examination results, advanced practitioner exam results, NWCC policies, hospital and adjunct faculty evaluations and expectations as well as the medical director’s observations are also used to evaluate the program’s ongoing progress toward it’s goal.

PROGRAM REQUIREMENTS FOR ADMISSION

Admission to the program is on a competitive basis. Meeting minimum admission requirements does not guarantee admission into the program. Minimum admissions requirements include:

1. ACT composite score of 18,
2. Completion of the pre-requisites Anatomy and Physiology (and labs) I and II with a “C” or better,
3. Completion of the application process,
4. 8 hours of observation of a respiratory therapist and completion of the log sheet,
5. Minimum college GPA of 2.0,
6. To transfer from another respiratory program, the student must meet the minimum requirements as well as those stated in the catalog for transfer students and have a letter of recommendation sent from their previous program director.

*Science courses older than five year may have to be repeated.
**Preference is given to Mississippi residents as well as those who have taken the prerequisites at NWCC.

STUDENT RESPONSIBILITIES

- ADA/Student Disabilities
If you are disabled student please notify the instructor and you will be referred to the Disabled Student Officer. It is your responsibility to notify the instructor of any
reasonable accommodations that you need and follow through with utilizing these accommodations.

- Access to faculty and academic support services

If a student needs access to faculty and academic support services please see the class syllabus for instructor’s office hours. A student is also provided with instructor’s telephone number if student needs assistance immediately or needs to make an appointment to meet with the instructor.

ATTENDANCE POLICY
NWCC ATTENDANCE POLICY
Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times when students must miss classes, but regardless of the nature of the absences the college policy holds that students must not miss the equivalent of 2 weeks of class. Students are expected to be prompt for class. A student is counted absent if he or she misses more than 10 minutes of a class meeting (being late or leaving early). Three occurrences of tardiness will be counted as an absence. If a student’s absences exceed the number of the scheduled class meetings that student will be withdrawn from the class and a grad of an “F”. Withdrawal from school either total or partial does not change the “F” once the student has failed out of the class. Particular policies and procedures on absences and makeup work are established for each class and are announced at the beginning of the term. Each student is directly responsible to the individual instructor for making up work missed. It is the student’s responsibility to get the missed lecture and/or assignments from another student. A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, consult the Bulletin. Clinical attendance policies are included below.

MISSED WORK
You are responsible for obtaining any material you missed and completing your assignments on their due date.

CLINICAL ATTENDANCE POLICY
During your clinical rotations you are expected to arrive at your scheduled sites on time each day.
Definitions:
1. TARDY -arriving at the clinical site later than your scheduled time
   An accumulation of three(tardy/leave early) occurrences in any combination equal one absent day and all absence day policies will apply.
2. LEAVE EARLY -leaving the clinical site prior to your scheduled time
3. ABSENCE -not attending your scheduled site for more than 5 hours of the day; OR failure to complete your entire assignment.
4. UNEXCUSED ABSENCE
   a. No call no show at a clinical site,
b. Calling the site less than 1 hour prior to your scheduled time to report your absence,

c. Not calling the clinical director one hour prior to report your absence.

***Always make sure you get a name when calling in to clinical site to report your absence this will enable you to verify your call.

5. EMERGENCY DAY an absence used for an emergency day. Each student will have two days per semester, which can be used for unexpected emergencies, documentation of an emergency may be requested upon return to class or clinical. NOTE: emergency day absences are still clinical absences and ALL PROPER NOTIFICATION must be given to both clinical site and clinical director to avoid disciplinary action.

ABSENCE AND CLINICAL GRADE POLICY
1st absent day = emergency day
2nd absent day = emergency day
3rd absent day = a disciplinary report and reduction of the final grade by one letter grade
4th absent day = a disciplinary report and reduction of the final grade by an additional grade
5th absent day = a disciplinary report and possible dismissal of the program

**see grading policy for additional requirements to receive corresponding grade

GRADING POLICY FOR CLINICALS

A (100-93)
1. No more than 2 absences,
2. Complete all required independent study questions, assignments, and objectives,
3. Complete 20 critical care sheets/patient care sheets depending on the clinical semesters and be handed in by the deadline presented to you by the clinical director at the beginning of each semester,

B (92-84)
1. No more than 2 absences,
2. Complete all required independent study questions, assignments, and objectives,
3. Complete 15 critical care sheets/patient care sheets depending on the clinical semesters and be handed in by the deadline presented to you by the clinical director at the beginning of each semester,

C (83-75)
1. No more than 2 absence,
2. Complete all required independent study questions, assignments, and objectives,
3. Complete 10 critical care sheets/patient care sheets depending on the clinical semesters and be handed in by the deadline presented to you by the clinical director at the beginning of each semester,


**summer session has a different amount of requirements due to shorten clinical rotation

**CLINICALS DAYS MISSED AFTER THE 2 ALLOWED EMERGENCY DAYS WILL NEED TO BE MADE UP IN ADDITIONAL CLINICAL TIME OR ADDITIONAL WORK. THE METHOD OF MAKING UP THE DAYS MISSED WILL BE DETERMINED BOTH BY THE PROGRAM DIRECTOR AND THE CLINICAL DIRECTOR. FOR DAYS MISSED AFTER 3 YOU WILL NEED TO BRING IN PROPER DOCUMENTATION.**

You are highly encouraged to not miss more than the 2 days.

**COUNSELING AND DISCIPLINARY REPORT**

Three counseling/disciplinary reports written on a student for attendance or any of the clinical conduct items listed on the report will result from **dismissal** from the program. At clinical sites any action deemed inappropriate or dangerous to the patient or patient’s family may result in a **dismissal** from the program.

A disciplinary report will be given on the **first offense** of any of the following:

a. unexcused clinical absence,

b. dishonesty,

c. violation/safety rules,

d. destruction of property,

e. unethical/illegal behavior,

f. leaving without permission,

g. no call/no show (must call both clinical director and clinical facility).

Three counseling/disciplinary reports in one semester will result in the student being dismissed from the program. Extenuating circumstances will need to be presented to a disciplinary board by the student at time set by the program and clinical director.

**CHAIN OF COMMAND**

You are preparing to enter the workforce and now is a good time to begin to utilize a chain of command. We are very interested and concerned about your education and you to have a smooth and enjoyable journey through the next two years. Please discuss the problem with the person you have the issue with, if they are unaware they can not help find a solution. Please keep the clinical director and/or program director informed when there is a problem. If we do not know we can not help the situation. Please refer to the student handbook for the NWCC student grievance policy.
CLINICAL MATERIALS
Each student will be responsible for acquiring and bringing the following items to the clinical site or classroom each day.
1. Stethoscope,
2. watch with a second hand,
3. light weight pocket calculator,
4. small pocket scissors(suggested),
5. books, notebooks, pens, clinical book etc.,
6. scrubs and appropriate shoes (pant, top and jacket).

ITEMS AND ACTIONS NOT ALLOWED IN CLINICAL OR CLASSROOM INCLUDE
1. cell phones,
2. personal computers,
3. tobacco products,
4. excessive jewelry,
5. excessive smell of smoke, perfumes or strong hair products.

CODE OF CONDUCT
All students are expected to follow all policies and procedures at each hospital and act with the utmost professionalism at all times. Anything less will not be tolerated. If any hospital staff feels you are not acting professionally they will council you on this matter and you will receive a counseling report. If you do not correct your behavior you will be asked to leave for the day and receive an absence. If you continue such behavior you will be dismissed from that clinical site and be given an additional disciplinary form. Loss of two clinical sites will result in dismissal from the program. Unprofessional actions include but are not limited to:
1. lack of interest,
2. tardiness,
3. leaving early,
4. failure to follow dress code,
5. failure to be prepared for your rotation.

DISHONESTY
Any student suspected of dishonesty will be sent to the Dean and before the board with program recommendation to expel them. See the NWCC bulletin for this policy.

COMPREHENSIVE COURSE/PROGRAM WORK
The respiratory material must be mastered to a degree that is understood for the individual student so that he/she can recall the information for future test. Once the
information is taught at any point in the program the student could be retested on any future test, clinical site, or class.

**EXAM FOR PROGRAM COMPLETION**
Each student will be required to take and pass mock NBRC test before they can graduate. The cost of these exams are the student’s responsibility.

**COURSE FAILURE AND/OR PROGRAM DISMISSAL**
YOU MUST MAINTAIN SATISFACTORY GRADES TO REMAIN IN THE PROGRAM.
If your GPA falls below a 2.0 or if you make below a “C” in any respiratory or science course that is in the curriculum you will fail out of the program and the following will apply:

1. 1st time failure-----the student will be asked to meet with the program director and clinical director to determine what the student needs to repeat and if continuation in the program the next year is an appropriate choice.
2. 2nd time failure----student must reapply to an admission committee composed of Administration and counseling staff. Upon readmission they would be required to start form the beginning of the curriculum.

**Dismissal can result from an accumulation of disciplinary forms.**
**Students will be working in an environment where patients’ lives are in the balance. Any action deemed inappropriate or dangerous to the patient may result in dismissal from the program.**

**EXTENUATING CIRCUMSTANCES POLICY**
If after receiving a disciplinary report stating dismissal from the program the student feels that extenuating circumstances should be considered the student can appeal. The student will have a maximum of three business days to submit the appeal. The student will receive a written decision within seven days after submission. The dean will appoint a committee outside the department to review appeals.

**DRESS CODE AND CLINICAL ATTIRE**
1. Approved blue scrubs must be worn during clinicals and any other hospital function. The scrubs are to be hemmed and not be low riding.
2. T-shirts or turtlenecks worn under scrub tops may not have any lettering, logos, or designs visible and must be clean in appearance and smells. These undershirts must be white in color.
3. The students is responsible for purchasing a white lab coat or scrub coat with the NWCC patch on the left shoulder. The lab coat should be cleaned and ironed at all times.
4. Shoes should be white leather without colored stripes. No high tops allowed.
5. Students should display a professional appearance in dress and grooming while in the clinical rotation. Tattoos should be covered. Piercing should be appropriate and limited to ears.
6. Students should refrain from using any scented personal grooming products.
7. Jewelry should be kept to a minimum. No dangling or large jewelry.
8. Fingernails should be kept groomed, unpolished and short during clinicals.
9. Long hair must be worn out of the face.
** If the student is out of uniform or violates a dress code she/he will be sent home and counted absent for the day. A disciplinary report will also be given to the student.

**DRUG POLICY**
All students must agree to abide by the NWCC drug policy. Students are required to pass a drug test before clinicals and are subject to drug testing anytime during the program.

**IDENTIFICATION**
1. NWCC patch will be worn of the left sleeve of the lab coat/scrub top. These patches will not be allowed to be faded or not sewn on properly.
2. The student must wear their college ID at all times during clinicals.

**APPROPRIATE SUPERVISION**

Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical instructional, or administrative staff. Students shall not receive any form or remuneration in exchange for work they perform during programmatic clinical coursework.

Students are not permitted to complete clinical coursework while in an employee status (i.e. “clocked in at work”) at a clinical affiliate. No exceptions.

**BLOOD BORNE PATHOGEN POLICY**

- Students will receive instruction on blood borne pathogen transmission/prevention and confidentiality prior to participation in clinicals.
- Students with known blood borne pathogen exposure or infection are encouraged to report exposure status so that clinical setting assignments can be most appropriately determined. All actions taken will be guided by the right of confidentiality with notification only to those that must know in order to maintain safety.
• Students with known health conditions that may place them at risk are requested to provide documentation from their health care provider indicating clearance/status and/or recommendations regarding the student’s fitness to perform the responsibilities and duties of the program.
• In the event that the student is exposed to a bodily fluid during clinicals the student will immediately report the exposure to their instructor/preceptor. The student will adhere to the guidelines set forth by the clinical institution where the exposure took place. The student will assume personal responsibility related to the incident such as physician’s visits, lab work, vaccines, etc.

REMEDICATION FOR STUDENTS

Remediation is offered for students who are deemed to be “at risk” upon entering the Respiratory Care Program. The “at risk” students will include but are not limited to any disability that may have a negative effect on student outcome while in the program.
• Students lacking test taking skills
• Students lacking reading or mathematic skills
• Students with any learning or physical disability
These students have the opportunity to contact Disability services and/or have an opportunity to contact tutors/math lab for additional help.

THE FOLLOWING ARE THE STUDENTS RESPONSIBILITY FOR PURCHASING:

1. DRUG SCREEN/BACKGROUND CHECK
Clinical sites require each student to have a drug screen and background check. Should the student fail either you will be dismissed from the program. Readmission will be based on a committee recommendation and a current negative test.
2. IMMUNIZATIONS
• Immunizations must be up to date. (MMR, varicella and all other required vaccinations.
• Tb skin test
• Flu vaccine
3. INSURANCE
Professional liability insurance shall be obtained by the student. The school, hospital, agency, or supervisor(s) is not responsible for any accidents that may occur. Failure to maintain insurance will result in the student being sent home until the insurance is valid. Those missed days will be counted as clinical absences. Attendance policy will apply and disciplinary report will be issued.
4. PERSONAL HEALTH/ACCIDENT INSURANCE
It is the student’s responsibility to have the appropriate personal insurance and maintaining that coverage until graduation. Should illness, injury, or exposure to blood
borne pathogens occur you will be sent to the emergency department at your cost. The school or clinical facility is not responsible.

5. **BLS/CPR (AMERICAN HEART HEALTH CARE PROVIDER)**. This service will be offered at NWCC in January of each year. This provides the opportunity to acquire CPR before entering a clinical setting.

**MISSSED TESTS AND LATE WORK**
There will be **NO** makeup tests or work. If a test is missed the final exam grade will be substituted for the missed test or work. Any missed test after the first will be counted as a zero. Medical emergencies during an exam must be verified and addressed by a committee.

**STUDENT RESPONSIBILITY AND HANDBOOK**
The student is responsible for the information in the NWCC bulletin and student handbook. If you do not have a copy it is your responsibility to attain one.

**ADDITIONAL COSTS**

***These occur during the second semester of your second year***

1. Kettering seminar (approx. $325.00) (mandatory)
2. Online exam practice test (approx. $50.00)
3. MS and TN license (approx. $200 - $300)
4. NBRC fees for exams (approx. $250-$450)

***These are approximate figures and can change. This is to allow you to plan for upcoming costs. We highly recommend that you begin to budget for the last semester immediately.***

****revised Jan 2019****
NWCC FACULTY AND CLINICAL SITE CONTACTS

PROGRAM DIRECTOR
Debra Lenox
Cell 901-497-2693
Office 662-280-6151

CLINICAL DIRECTOR
Tessa McMinn
Cell 662-209-7421
Office 662-280-6155

CLINICAL INSTRUCTORS
Tarnice Christopher  901-230-3202
Jenice Robinson 901-498-0358
Jessica Holloway 662-216-6773
Kirk Glover 901-687-8247
Chelsa Brinkman 901-336-2054

CLINICAL SITES
BAPTIST MEMPHIS
Lead Therapist 901-772-4972

BAPTIST DESOTO
Lead Therapist 662-232-8178

BAPTIST RESTORATIVE CARE
Renee Hackney 901-226-0738

LEBONHEUR CHILDRENS HOSPITAL
Lead Therapist 901-287-6169

LEBONHEUR CHILDRENS HOSPITAL SLEEP CENTER
John Seaton 901-287-7875

BAPTIST HOME CARE
Amy Adams 901-22-2218

METHODIST UNIVERSITY
Lead Therapist 901-516-8061

METHODIST UNIVERISTY XRAY
901-516-2306

ST FRANCIS
Lead Therapist 901-765-3381
Loretta Johnson 901-765-2228

ST JUDE
Respiratory Department 901-595-3673
PFT 901-595-3365 | EKG 901595-3620